

COUNTY ADMINISTRATIVE OFFICE

Mark Uffer

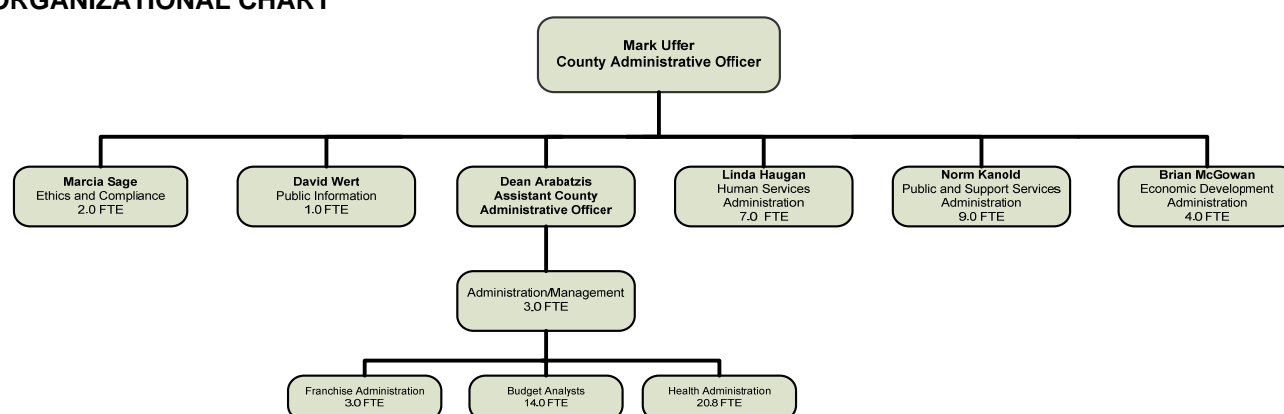
MISSION STATEMENT

The mission of the County Administrative Office (CAO) is to maximize constituent services and satisfaction by developing and implementing budgets, policies, and procedures, and by directing and/or coordinating departmental activities according to the County Charter, general laws, and to meet the strategic goals adopted by the Board of Supervisors.

STRATEGIC GOALS

1. Facilitate, support, and ensure the implementation of decisions by the Board of Supervisors.
2. Promote the effective and efficient delivery of countywide service through the use of contemporary management tools.
3. Ensure the overall financial health of the County of San Bernardino.
4. Communicate countywide operations in an effective manner.
5. Increase employee awareness of and compliance with the county's ethics program.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2007-08				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
General Fund					
County Administrative Office	4,888,487	-	4,888,487		24.0
Franchise Administration	304,387	-	304,387		3.0
Litigation	388,681	-	388,681		-
Joint Powers Leases	20,612,356	-	20,612,356		-
Health Administration	159,460,336	144,460,336	15,000,000		20.8
Public and Support Services Administration*	1,859,387	-	1,859,387		10.0
Human Services Administration**	1,284,957	1,092,213	192,744		8.0
Economic Development ***	667,690	-	667,690		5.0
Total General Fund	189,466,281	145,552,549	43,913,732		70.8
Special Revenue Funds					
Ambulance Performance Based Fines	268,589	131,000		137,589	-
Pediatric Trauma	424,941	322,569		102,372	-
Hospital Preparedness	383,243	288,803		94,440	-
Medical Center Lease Payments	53,408,963	53,008,963	-	400,000	-
Master Settlement Agreement	26,585,327	18,500,000	-	8,085,327	-
Total Special Revenue Funds	81,071,063	72,251,335		334,401	
Total - All Funds	270,537,344	217,803,884	43,913,732	334,401	70.8

* Detail of this budget is in the Public and Support Services Section.

** These costs are included in the Human Services Administrative Claim budget unit in the Human Services Section.

*** These costs are included in the Economic Development budget unit in the Economic Development Section.

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history, applicable performance measures and policy items requests.



County Administrative Office

DESCRIPTION OF MAJOR SERVICES

The CAO is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget.

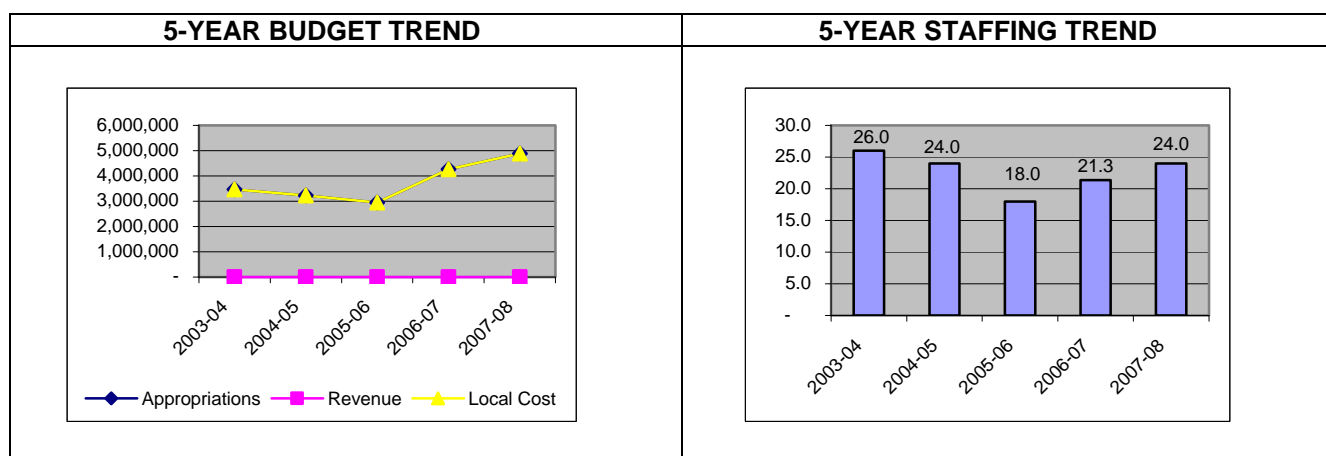
The CAO oversees the operations of county departments whose department heads are appointed by the Board of Supervisors or County Administrative Officer, and assists in the coordination of activities of departments headed by elected officials. Additionally, the CAO oversees the Public and Support Services Administration (PSSG), Human Services Administration, and Economic Development Administration. PSSG departments plan and implement facility and infrastructure development and maintenance programs (roads, flood control, buildings); provide public services in unincorporated communities (planning, fire, special districts, parks, museums); and serve departmental needs (vehicles, space, leasing). Human Services departments are responsible for the county social service programs under applicable mandatory federal and state regulations. These departments are Transitional Assistance, Children's Services, Adult Services, Preschool Services, Child Support Services and Veterans Affairs. Economic Development departments seek to facilitate economic growth within the county through programs that enhance workforce skills, infrastructure, business development and attraction, housing opportunities and community development projects. These departments are Community Development and Housing, Economic Development, the Redevelopment Agency, and Workforce Development.

Within the CAO resides a Health Administration function that provides administrative oversight for the health related departments and seeks to expand and coordinate collaborative opportunities among those departments. Health Administration also coordinates major health financing issues, such as realignment, medical center debt financing, and disproportionate share hospital funding.

The CAO is also responsible for coordinating county activities with other local government entities, including cities and other counties.

Finally, the CAO is responsible for the county's long-term debt functions and capital improvement program.

BUDGET HISTORY

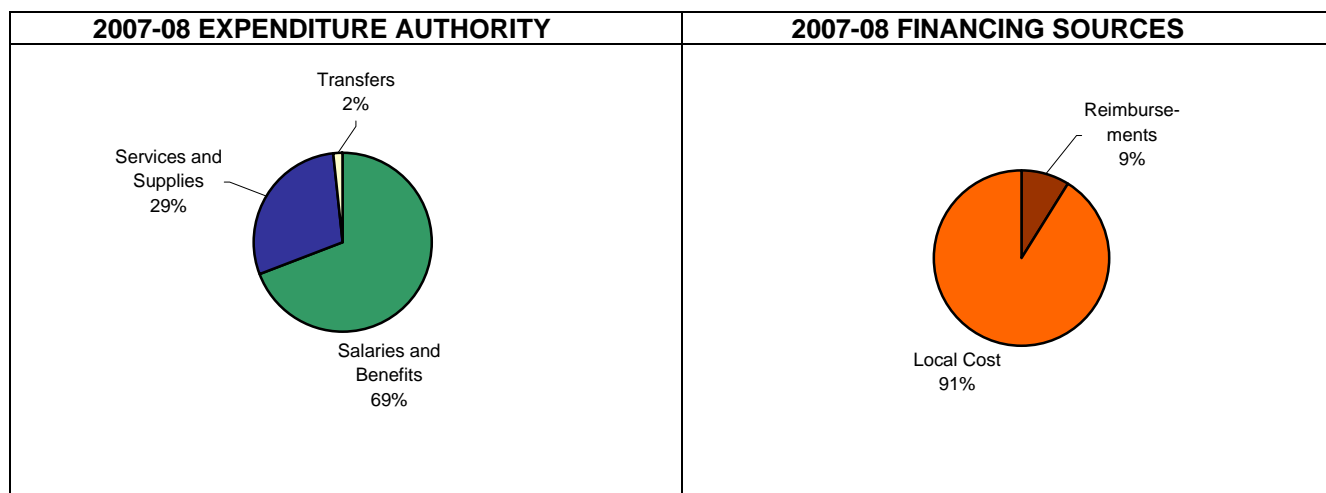


PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Estimate
Appropriation	2,909,684	3,155,583	3,902,621	4,265,651	4,265,651
Departmental Revenue	-	-	-	-	-
Local Cost	2,909,684	3,155,583	3,902,621	4,265,651	4,265,651
Budgeted Staffing				24.0	



ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General

BUDGET UNIT: AAA CAO
FUNCTION: General
ACTIVITY: Legislative and Administrative

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2006-07 Final Budget	2007-08 Proposed Budget	Change From 2006-07 Final Budget
Appropriation							
Salaries and Benefits	2,642,075	2,657,499	2,431,637	3,097,623	3,269,762	3,721,118	451,356
Services and Supplies	319,025	257,582	556,960	663,854	991,903	1,529,664	537,761
Central Computer	25,391	22,372	29,279	26,225	26,225	31,213	4,988
Equipment	-	-	46,346	-	-	-	-
Transfers	4,907	4,958	16,280	17,125	17,125	87,312	70,187
Total Exp Authority	2,991,398	2,942,411	3,080,502	3,804,827	4,305,015	5,369,307	1,064,292
Reimbursements	(81,714)	(87,828)	(22,881)	(110,949)	(39,364)	(480,820)	(441,456)
Total Appropriation	2,909,684	2,854,583	3,057,621	3,693,878	4,265,651	4,888,487	622,836
Operating Transfers Out	-	301,000	845,000	571,773	-	-	-
Total Requirements	2,909,684	3,155,583	3,902,621	4,265,651	4,265,651	4,888,487	622,836
Local Cost	2,909,684	3,155,583	3,902,621	4,265,651	4,265,651	4,888,487	622,836
Budgeted Staffing					21.3	24.0	2.7

Salaries and benefits of \$3,721,118 fund 24.0 positions and are increasing by \$451,356 and 2.7 positions. Cost adjustments reflect various staffing changes, increased workers' compensation charges, MOU and retirement rate adjustments.

Budgeted staffing reflects the following midyear approved additions: 1) 1.0 Ethics and Compliance Specialist to provide support to the county's ethics program, 2) 1.0 Administrative Analyst I, to assist with grant procedures and inventory, and 3) 1.0 Contract Special Projects Coordinator to facilitate the interdepartmental coordination of activities between the county and the County Administrative Office. In addition, 1.0 Executive Secretary III and 1.0 Deputy Administrative Officer were transferred from the Health Administration budget to better reflect their change in responsibilities and duties. These additions were offset by the de-funding of 1.3 Administrative Analyst III positions, of which one position was de-funded when the Administrative Analyst I was added and .3 position was de-funded due to the completion of the court facility transfer assignment. Also, 1.0 Contract Special Projects Coordinator was de-funded when that person was hired as a regular Administrative Analyst. Budgeted staffing reflects a net increase of 2.7 positions.



Services and supplies of \$1,529,664 include software and hardware computer expenses, miscellaneous expenses, training, office supplies, and ISD Direct Labor. The increase of \$537,761 is primarily to finance a Public Awareness Campaign to promote county services and operations to the general population. In addition, this office is expanding the Service First Program that establishes consistent service standards and expectations for all county employees by instituting a recognition and reward program.

Transfers of \$87,312 include continued contributions toward employee relations, Employee Health and Productivity program, Information Services Department (ISD) for computer analyst support, wireless servers, custodial and maintenance service, and advertisement services. The increase of \$70,187 will be used primarily for two wireless infrastructure servers (ISD), custodial and maintenance services (Facilities Management), and advertisement services (Human Resource).

Reimbursements of \$480,820 represent reimbursements from other budget units. The significant increase of \$441,456 primarily results from the Health Administration budget unit for 2.0 positions who administer support to all the Health Departments. In addition, reimbursements from Facilities Management will be received for 1.0 position that supports the interdepartmental coordination of activities between the county and the County Administrative Office.

PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Estimated	2007-08 Projected
Percentage of departments implementing the performance measurement system.	100%	100%	100%
Percentage increase of ongoing set asides.	10%	98%	10%
Percentage of County department websites offering e-mail subscription services through GovDelivery, Inc.	NEW	65%	100%
Percentage of county budget groups currently participating in ethics and compliance training.	NEW	9%	100%
Percentage of county employees receiving ethics and compliance materials.	NEW	0%	100%
Percentage of county-owned and leased buildings with electronic format (AutoCAD) floor plan drawings. (The county had 9.7 million square feet of owned and leased facilities).	35%	30%	40%
Percentage of targeted audiences reporting awareness of county services and operations, including how to access county services.	NEW	NEW	65%

POLICY ITEM REQUESTS						
Rank	Brief Description of Policy Item	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost	Proposed 2007-08 Performance Measurement
1	Enhance Grant Program Add 1.0 Grant Writer to the grant program to work with departments to identify priority programs and identify funding streams to support these programs. In addition, this position is also responsible for community outreach to build collaborative efforts favorable to the county and county grant submissions. Ongoing additional funding requested: \$100,000 for salary and benefits and \$200,000 in one-time funding for local matching funds for grant submissions and to hire contract grant writers as needed.	1.0	300,000	-	300,000	
	<i>Increase the competitive grant funding received by the county or nonprofits in collaboration or associated with the county.</i>					\$1.5 million
	Total	<u>1.0</u>	<u>300,000</u>	<u>-</u>	<u>300,000</u>	

